

CatholicCare NT Role Description

Position Title		TATS - Suicide Prevention Coordinator
Position Number		CC2369
Salary		Base Salary SCHADS Level 5 Plus superannuation guarantee, 17.5% leave loading and salary packaging option
EFT		Full Time 38 hrs per week
Location		Tiwi Islands
Commencement		ASAP
Completion		30 June 2026
Last Reviewed		MAY 2025

1. Program Description

CatholicCare NT's Taking Action, Tackling Suicide (TATS) program delivers community led suicide prevention initiatives on the Tiwi Islands and in Tennant Creek. The program has a focus on community members leading projects that strengthen social and emotional wellbeing. The TATS program works closely with stakeholder. Post-vention support and advice is also delivered in some areas.

2. Purpose of the Position

The Suicide Prevention Coordinator is responsible for providing supervision for a small number of program staff on the Tiwi Islands and developing tools and resources to support community work. This position has a particular focus on resourcing staff, co-designing projects, facilitating action and promoting outcomes and achievements to broad audiences.

3. Organisational Relationships

Works under general direction and reports to AOD, Gambling & Mental Health Manager.
Supervises other staff and/or works in a specialised field.

4. SCHADS Level 5 Characteristics

- Work under general direction from senior employees.
- Undertake a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with the organisation's goals.
- Adhere to established work practices. However, may be required to exercise initiative and judgment where practices and direction are not clearly defined.
- Involvement in establishing organisation programs and procedures.
- Will include a range of work functions and may involve supervision. Work may span more than one discipline.
- Required to provide expert advice to employees classified at a lower level and volunteers.
- Application of knowledge gained through qualifications and/or previous experience.
- Required to set priorities and monitor workflows in their area of responsibility, which may include establishing work programs in small organisations.

- Required to set priorities, plan and organise their own work and that of lower classified staff and/or volunteers and establish the most appropriate operational methods for the organisation.
- Positions responsible for projects and/or functions, will be required to establish outcomes to achieve organisation goals.
- Specialists may be required to provide multi-disciplinary advice.

5. Key Responsibilities and Performance Standards

5.1 Plan, coordinate and implement activities to support the objectives of the program

- Work with community leadership groups to plan, evaluate and monitor suicide prevention plans and activities.
- Coordinate and supervise service delivery and daily operation of the program, including direct and practical support for staff.
- Develop and implement program tools and resources for staff.
- Work in an integrated fashion with other CCNT services to promote wrap around services.

5.2 Lead an integrated team

- provide training and supervision to ensure staff deliver high quality, responsive community work, in line with contractual obligations, mandatory reporting legislation, and the needs of the community
- embed contractual funding requirements in service delivery, with reference to the Program Plan, Program Guidelines, Theory of Change and Program Logic
- develop and monitor best practice, evidence-based services to inform program delivery and reporting to funding bodies
- foster a cohesive team culture based in accountability, respect, reflection, and innovation

5.3 Support high quality HR processes

- participate in the recruitment, interview, induction and training of local staff
- provide high quality 12-week program induction, appraisal, mentoring, guidance, role modelling and performance management processes
- identify and action staff training, learning and development needs and supporting and review Employee Development Plans
- monitor and authorise staff movements, including leave applications, using HR3

5.5 Prioritise staff supervision

- schedule regular supervision with each team member to reflect on and review community work practices, as per CatholicCare NT policy
- attend supervision training as required to develop leadership skills and insights
- enter accurate data and supervision session notes on CSnet in line with program requirements

5.6 Stakeholder engagement

- develop and maintain collaborative networks and relationships with relevant government and community-based agencies, and community representatives, to enhance service delivery, referral pathways and ongoing support for participants
- maintain professional relationships and appropriate boundaries with all participants, stakeholders and CatholicCare NT staff
- represent CatholicCare NT in a professional manner at all times.

5.4 Participate in Supervision and Evaluation activities by:

- entering accurate data and case notes in line with program requirements
- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision to reflect and review case management practices as per CatholicCare NT policy

5.5 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty eight (48) hours.

6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required
- Ability to represent CCNT in a culturally appropriate and professional manner at all times

7. Work Conditions

This position may require occasional after hours work as approved by the AOD/MH Manager. After hours work will be balanced by equivalent time off through the week so that the total hours does not exceed 76 hours per fortnight. The incumbent is required to travel, for overnight stays, to the Tiwi Islands and travel between communities to fulfil the requirements of the program. Travel to other remote sites may be required.

8. Selection Criteria

- 1) Prerequisites
 - I. relevant degree with relevant experience;
 - II. associate diploma with substantial experience;
 - III. qualifications in more than one discipline;
 - IV. less formal qualifications with specialised skills sufficient to perform at this level; or
 - V. Attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.
- 2) Strong interpersonal and communication skills including writing and presenting reports, case note writing, supervision, preparing quantitative and qualitative data in line with program requirements and program documentation.
- 3) Demonstrated cultural competency, particularly in working with Indigenous people
- 4) Ability to maintain professional relationships with stakeholders including project staff, community members, government and community-based agencies and CCNT staff.
- 5) Minimum two years' experience facilitating community led SEWB projects in remote communities.
- 6) Experience in providing supervision to multi-disciplinary staff.

9. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (ICHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as a mandatory worker position for the purpose of COVID-19 vaccines and directions issued by the NT Chief Health Officer.
- 7) Six-month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.